Medicine Hat Public School Division
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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: EMPLOYEE USE OF TECHNOLOGY

PROCEDURE CODE:	*530 AP 002*
Policy Reference: 530 – Communications and Technology	

PROCEDURE

The Medicine Hat Public School Division (MHPSD) encourages the use of information technology systems to support the delivery of educational programs and the business operations of the organization. The Division is committed to providing an accessible, secure and reliable information technology environment for staff for the purposes of teaching, learning and administration. Acceptable, ethical, responsible and legal use of all Division and personal technology is the responsibility of every employee. Such use will be consistent with this policy and other Division policies, procedures, and school rules.

DEFINITIONS

1. Division Technology means any electronic device, service or system including but not limited to computers, cell phones, cameras, email and voice services, school networks, etc. owned and/or operated by the Division, including but not limited to the Division's network, servers, information systems, and email.
2. Personal Technology means any electronic device, service or system including but not limited to computers, cell phones, cameras, email and voice services, school networks, etc. owned or operated by a School Division employee or contractors (i.e. contracted staff) and used in connection with any School Division or School Division related activities, including off-campus activity if such activities have a connection to the Division or its schools, and excludes Division Technology.

CONDITIONS FOR ACCESS TO DIVISION TECHNOLOGY

1. Appropriate/Ethical/Responsible/Legal - Employees and contractors (i.e. contracted staff) must use Division Technology in an appropriate, ethical, responsible and legal manner for the purpose of supporting educational programs and the Division's administrative services.

2. School System Integrity - Division Technology must be utilized in a manner that upholds the integrity of the Division, the school(s), and the educational programs.
3. Agreements/Policies/Laws - Division employees must comply with all Division licensing agreements, Division policies and all applicable laws.

USE

1. Accounts/Usernames/Passwords - Division employees and contractors (i.e. contracted staff) are responsible for the following.
   1.1. All usage of their accounts on the Division Technology system and network.
   1.2. Individual passwords must be kept confidential.
   1.3. Account holders must not distribute other users' identification or password or reveal another user's personal information.
2. Personal Use - Division Technology must not be used for any purpose that is not specifically related to Division matters, with the exception of Incidental Personal Use as defined below.
   2.1. "*Incidental Personal Use*" means use that meets all the following criteria:
   2.2. It is infrequent and of short duration.
   2.3. It occurs outside of working hours (i.e., before and after work, or during the employee's designated meal, coffee breaks or non-assigned time).
   2.4. It complies with this policy.
   2.5. It does not cause the Division to incur any cost.
   2.6. It does not expose the Division to risk.
   2.7. It is not part of any activity which the employee does for personal profit.
3. Division Responsibility regarding Personal Data - The Division is not responsible for the loss of any personal data or any other information created or stored on Division Technology.
4. Prohibited Use - of Division Technology includes, but is not limited to the following:
   4.1. Transmitting any materials in violation of the laws of Alberta, Canada or internationally.
   4.2. Receiving, viewing, duplicating, storing, or transmitting pornographic materials.
   4.3. Transmitting or posting offensive, threatening, abusive, or obscene messages or materials, except to appropriate authorities.
   4.4. Sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal activities.
   4.5. Online gambling.
   4.6. Posting comments or engaging in inappropriate conversations about or with students, parents, fellow employees or administrators online.
   4.7. Criticizing teachers, Principals, Superintendents, School Trustees, School Boards, or other employees, personally or professionally, through electronic communication.
   4.8. Engaging in personal electronic communications exchanges with students.
   4.9. Frequent text messaging, instant messaging or emailing during school time unrelated to employment.

4.10. Sharing confidential Division information.
4.11. Duplicating, storing, or transmitting any material that violates copyright law.
4.12. Installing or reproducing unauthorized or unlicensed software on Division resources.
4.13. Utilizing applications to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, games or other materials.
4.14. Forging any document or message.
4.15. Obscuring the origin of any message, transmission, or file.
4.16. Using programs that harass Division employees, prevent access, investigate, or infiltrate computer systems /or software components.
4.17. Using Division Technology to engage in activities related to a second occupation.

PRIVACY

1. Division Right to Monitor - The Division has the right to monitor any network activity in order to maintain the operation and proper function of the Division Technology and for any legitimate business purpose.
2. Employee Expectation of Privacy - Employees should have no expectation of privacy in regard to work related information stored on Division Technology.
3. Division Access to Personal Communications - Access to employee personal electronic communication will occur only if the Division has reasonable cause to believe violations of Division policy have occurred or as otherwise permitted or required by law.

CONDUCT EXPECTATIONS ON DIVISION TECHNOLOGY

1. Courteous/Respectful/Appropriate - All Division employees are expected to conduct communications using the Division Technology in a courteous, respectful, and otherwise appropriate manner consistent with Division policies.
2. Modeling - All Division employees are expected to model appropriate conduct while using Division Technology, including but not limited to:
   2.1. Professional Standards - Maintaining exemplary professional standards when sending electronic communications to students, parents, colleagues and administrators.
   2.2. Attachments - Sending only necessary and appropriate attachments with electronic communication.
   2.3. Spelling/Grammar - Using Canadian spelling and grammar checks.
   2.4. Sensitive - Being sensitive that electronic communications can be misunderstood or misinterpreted and pausing to reflect, re-read and edit before sending potentially sensitive or controversial messages.
   2.5. Appropriate Identification - Using an e-mail signature that includes the user's name, title and work site.
   2.6. Using Division Technology - rather than personal technology, whenever possible, to contact students, parents, colleagues and administrators.

PERSONAL TECHNOLOGY

Same Rules as Division - The use of Personal Technology, as defined in this policy, is subject to the same rules of conduct and prohibited use applicable to the use of Division Technology. The use of Personal Technology may not interfere with an employee's work responsibilities, educational programs or the integrity of the school environment.

PROFESSIONAL OBLIGATIONS

Nothing in this policy is intended to conflict or mitigate the employee's obligations under their respective professional codes of conduct.

VIOLATIONS OF POLICY

1. Loss of Privileges - Violations of this policy may result in privileges relating to Division and Personal Technology being suspended or revoked. The Division Information Technology department may also block access or remove files that violate of this policy.
2. Disciplinary Action - Inappropriate use of technology by Division employees may result in disciplinary action, up to and including termination of employment for just cause. Violations of this policy may be reported to the law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

Approved: April 28, 2015
Revised: _____